

### Vacation Accrual Chart

<b><i>Full Time Continuous Service</i></b>	<b><i>Accrual Rate in Hours (Monthly)</i></b>	<b><i>Accrual Rate in Days (Annually)</i></b>
0 - 3 years	12 hours	18 days
3.1 – 8 years	14 hours	21 days
8.1 - 15 years	16 hours	24 days
15.1 - 99 years	18 hours	27 days

### Sick Accrual Chart

<b><i>Full Time Continuous Service</i></b>	<b><i>Sick Accrual Rate in Hours (Monthly)</i></b>	<b><i>Sick Accrual Rate in Days (Annually)</i></b>
0 - 3 years	8 hours	12 days
3.1 – 8 years	7 hours	10.5 days
8.1 - 15 years	6 hour	9 days
15.1 - 99 years	5 hours	7.5 days